

## APPROPRIATIONS COMMITTEE

### Meeting Minutes

**For the Meeting Held On** February 20, 2014

**Meeting Time :** 6:30 pm

**Location :** Council on Aging – Media Room

**Address :** 328 North Main Street, East Longmeadow, MA

**Meeting Posted On:** **Day:** Friday **Date:** 2 / 14 / 2014  
(48 hrs required)

**Is Meeting Being Recorded by Digital Recorder:** Yes ☒ No ☐  
**The Minutes of this Meeting are being taken by:** Marge Larocca

**Committee Members:** (check if attended)

Russ Denver	✓	Eric Madison	✓	James Broderick	✓	James Walsh	✓
Dawn Starks	✓	Rocco Carabetta	✓	Sam Pizzanelli	✓	Tom Caliento	✓

Attendees: Paul Federici, Angela Thorpe, Nick Breault, Colin Drury, Corinne Tranghese, James Sheils, Marge Larocca.

**Did the Chair release any prior Executive Session Minutes?**

Yes		No	<input checked="" type="checkbox"/>
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**Dates of Executive Session Released :**

### TOPIC / MATTER #1

#### Budget Review – Board of Selectmen

##### Summary of Matter Discussed :

- The Chairman opened the meeting and welcomed the members of the Board of Selectmen to the meeting. The Town Administrator gave a description of the budgets under the Board of Selectmen, and gave an update of the status of restructuring that's underway in the Board of Selectmen's office. He also spoke about the budgets under the Board of Selectmen that have come in at the 1% budget requirement.
- The Chairman gave a description of additional funding that was given out in the last fiscal year.
- Discussion began about funding of the budget for Animal Control. The Town Administrator indicated that the extra funding that has been put in place has been very useful. He then gave a description of the current stipend, and the work schedule and frequency of calls for the Animal Control Officer. He noted that there has been \$22,000.00 in increased revenue realized
- The Town Accountant gave a description of the animal control revolving fund. He noted that approximately \$30,000.00 per year is put into the General Fund to offset costs associated with animal control and that a revolving fund is a control mechanism to move funds to the General Fund. Discussion began about the vehicle use for the Animal Control Officer and the costs associated in operation of the vehicle.
- Discussion began about the Health Department 1% budget. An inquiry was made about an item in the health budget for methane gas monitoring and as to why it wasn't included in the DPW budget. The Town Administrator answered that it is for the

monitoring systems for gas levels. Discussion began next about the hours of the health agent and the public nurse. The Town Administrator gave a description of the workload for the health agent and noted that he'd like to see an increase in hours and that the budget is based upon the prior health agent.

The Town Administrator gave a description of the duties of the Health Nurse. He followed with an explanation of the prior year's regional public grant for a shared health nurse and that the grant was renewed at a higher level.

- The Chairman gave a description of the Operations budget asked the Chairman of the Board of Selectmen if the items included in the Operations budget can be reassigned to appropriate departments.
- The Town Administrator gave a description of the Board of Selectmen's budget and the cuts made to meet the 1% budget requirement. He explained that cuts were made in the accounts for over time, seminars and advertising and gave a description of the seminars and advertising account.
- The Chairman of the Board of Selectmen gave a description of the Celebrations budget and followed with an explanation of the current status of the July 4<sup>th</sup> parade.
- Discussion began next about the budget for trash. The Town Administrator gave a description of the status of the contract, bids, rates and fuel costs related to the trash budget.
- The Town Administrator gave a description of Veteran's budget. He gave a description of attending a district veterans meeting where a budget was voted on. He noted that the state mandates having a Veterans Service Agent and added that the Veterans budget meets the 1% budget requirement and also that 75% is reimbursed by the state.
- Mr. Broderick gave a description of attending a meeting with the DPW regarding an enterprise fund. Discussion followed about water & sewer funds and also about a warrant article for the enterprise fund.
- Discussion began next about health benefits. The Town Accountant stated that the rates remained unchanged and that there were additional people added.
- The Town Accountant distributed the Council on Aging Revolving Fund document and spoke about having a warrant article proposing an increase to the account.

**Documents or Exhibits for this Matter:**

- Council on Aging Revolving Fund

**Votes Taken Under this Matter :**

- None

## **TOPIC / MATTER #2**

### **Budget Review – Recreation Department**

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**Summary of Matter Discussed :**

- The Chairman welcomed Selectman Thorpe and the Recreation Director to the meeting. The Recreation Director gave a description of items in the Recreation budget, and spoke about reductions to meet the 1% budget guideline.
- The Recreation Director gave an update on the status of the Pine Knoll pool project.

**Documents or Exhibits for this Matter:**

- None

**Votes Taken Under this Matter :**

- None

**TOPIC / MATTER #3**  
**Capital Planning Committee Projects & Priorities**

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**Summary of Matter Discussed :**

- Mr. Madison distributed the FY 2015 Capital Planning Committee Projects & Priorities document and gave a description of the information. He spoke about the committee having come a long way in eliminating the use of Free Cash to fund the budget and now need to create a program to fund capital projects.

**Documents or Exhibits for this Matter:**

- FY2015 Capital Planning Committee Projects & Priorities

**Votes Taken Under this Matter :**

- None

**TOPIC / MATTER #4**  
**Meeting Minutes – January 30, 2014 & February 6, 2014**

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**Summary of Matter Discussed :**

- The Appropriations Committee Meeting Minutes of January 30, 2014 were reviewed. A motion was made to approve the Meeting Minutes January 30, 2014. The motion was seconded and all were in favor.
- The Appropriations Committee Meeting Minutes of February 6, 2014 were reviewed. A motion was made to approve the Meeting Minutes February 6, 2014. The motion was seconded and all were in favor.

**Documents or Exhibits for this Matter:**

- Appropriations Committee Meeting Minutes – January 30, 2014, Appropriations Committee Meeting Minutes – February 6, 2014

**Votes Taken Under this Matter :**

- A motion was made to approve the Meeting Minutes January 30, 2014. The motion was seconded and all were in favor.
- A motion was made to approve the Meeting Minutes February 6, 2014. The motion was seconded and all were in favor.

**8:37 PM: Motion to Adjourn**

**Next Meeting: February 27, 2014 – 6:30PM – Council on Aging – Media Room**